

Job Announcement

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Opening Date:	September 21, 2007	Closing Date:	Open until filled
Job Title:	Grants Coordinator	Position Type:	Regular
PIN:	085643	FLSA Status:	Exempt
Location:	Administrative Office of the Courts- Court Research & Development Department Annapolis, Maryland	Grade//Entry Salary:	J16 \$52,443-\$62,885
		Financial Disclosure:	Yes

Regular State employees subject to promotion/demotion policy

Essential Functions: The Administrative Office of the Courts is seeking a professional individual to coordinate the grant application process for the Maryland Judiciary. The employee will assist Judiciary personnel in the search for grant opportunities and respond to inquiries regarding grant or contract availability, requirements and procedures. This position will be responsible for drafting and interpreting; program regulations, policies, and guidelines and will work closely with Judiciary personnel on grant application and proposal development, letters of inquiry, goals and objectives formulation, and task scheduling. This position will assist grant recipients in the monitoring of grant implementation, reporting process, evaluation of project activities, review of expenditures to ensure that funds are used within the scope of the grant. This position will be responsible for preparing status reports of grant activities for Judiciary Management, prepare grant award letters and other correspondence for the signature of the State Court Administrator and Chief Judge of the Court of Appeals. The employee will also review grant applications and budget proposals submitted to the Judiciary to determine financial stability and adherence to established policies and procedures, participate in the negotiation of grant awards, suggest changes in the scope of projects, and recommend cost containment measures to budgets as needed. This employee will coordinate with Procurement and Finance Staff to ensure that appropriate processes are in place to monitor grant expenditures and supervise other personnel assigned to Judiciary grant management.

Education: Bachelor's Degree in English, Finance, or a related field from an accredited college or university.

Experience: Minimum of three years experience in grant writing, grant management, finance, or related field.

Preferred: Masters Degree in a related field and knowledge of Federal or State Grant and Contract Policies and Processes.

Skills/Abilities: Knowledge of Generally Accepted Accounting Principles and Governmental Accounting and Financial Reporting Standards. Knowledge of federal and state grant application policies, practices, and procedures, including: familiarity with requirements of potential funders, experience in searching for and locating notices of funding availability, and understanding of types of information and level of detail that must be presented in successful grant applications and how to present them. Experience with establishing timelines and managing tasks and deadlines. Working knowledge of computer word processing, spreadsheet, and database software applications such as Word, WordPerfect, Excel, Access, Quick books, Power point. Ability to Structure and communicate material effectively orally and in writing, communicate effectively on an individual basis or in group settings, articulate ideas, concepts, and suggestions and listen to other points of view. Ability to gain attention and respect of others including peers and superiors, motivate, persuade, negotiate, and influence the actions of others. Ability to take action, institute new approaches, set standards of behavior for self and others, anticipate potential areas of concern, be motivated and self-driven, maintain business focus, be willing to exceed the required effort, work independently, consistently accomplish established goals, suggest new approaches, and generate alternatives. Ability to identify, analyze, organize, solve complex problems, analyze large vast amounts of data, variables, incomplete data and unknown information, identify critical information, eliminate extraneous information, draw relationships and make accurate conclusions and recommendations, keep informed on changes and new developments in grant funding and applicable requirements and procedures, facilitate and coordinate grant initiatives involving several Judiciary departments, ability to interpret and understand quantitative and financial data. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

A writing sample is required at the time of application.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.